

Buxton with Lamas Parish Council

Freedom of information Model

Publication Scheme

Information to be published	How the information can be obtained <i>N.B. Hard copies are available from the Clerk for a fee, see pg 7 below for details</i>	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	On the PC's website or by request to the Clerk	See pg 7 for costs involved
Who's who on the Council and its Committees	On the PC's website or by request to the Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Contact details for the Clerk are on pg 7 of this document and on the website and all PC literature. On the PC's website or by request to the Clerk.	
Location of main Council office and accessibility details	The PC's office is located in the Clerks home. Meetings by appointment only.	
Staffing structure	Clerk is sole employee	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		See pg 7 for costs involved
Annual return form and report by auditor	Hardcopy	
Finalised budget	Hardcopy of e-mail	
Precept	Hardcopy	

Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy or e-mail	
Grants given and received	Hardcopy	
List of current contracts awarded and value of contract	Hardcopy	
Members' allowances and expenses	Chairman only – Hardcopy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	See pg 7 for costs involved
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy or e-mail	
Quality status	Hardcopy or e-mail	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	See pg 7 for costs involved
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Notice boards, e-mail or hardcopy	
Agendas of meetings (as above)	Notice boards, e-mail or hardcopy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Notice boards, e-mail or hardcopy	
Reports presented to council meetings – n.b. this will exclude information	Hard copy or e-mail	

that is properly regarded as private to the meeting.		
Responses to consultation papers	Refer to relevant minute	
Responses to planning applications	Refer to relevant minute	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	See pg 7 for costs involved
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All either website, hardcopy or e-mail	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Health and safety policy Recruitment policies (including current vacancies) Equality and diversity policy Policies and procedures for handling requests for information	Net yet available Hardcopy or e-mail FOI requests in hardcopy or e-mail	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy or e-mail	
Information security policy	Detailed in Risk Assessment – Hardcopy or e-mail	
Records management policies (records retention, destruction and archive)	Not yet available	
Data protection policies	No data not in public domain	
Schedule of charges (for the publication of information)	See pg 7	
Class 6 – Lists and Registers	Hard copy or website; some information may only be available by inspection	See pg 7 for costs involved
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets register	For inspection only from the Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not yet available	
Register of members’ interests	Apply to Clerk	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	See pg 7 for costs involved
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hardcopy, e-mail or website	
Seating, litter bins, clocks, memorials and lighting	Hardcopy, e-mail or website	
Bus shelters	Hardcopy, e-mail or website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy or e-mail	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Buxton with Lamas Parish Council contact details:

Clerk:
 Laura Apps-Green
 184 Holt Road
 Horsford
 Norfolk
 NR10 3HQ

T: 01603 319696
 E: council @buxtonwithlamas.co.uk

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Printer cost plus Clerks time
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested will be charged at the standard rate